

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES**

Posting Date: August 16, 2006

Closing Date: August 28, 2006

SECRETARY 1

[**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**](#)

The Department of Social Services Contract Administration Division presently is recruiting to fill a vacant **Secretary 1** position at its Central Office location in Hartford.

Open to: State Employees who are on the current Examination List for Secretary 1 or who qualify to transfer laterally into this position.

Position: Secretary 1 - (NP-3 Administrative Clerical Bargaining Unit)

Location: 25 Sigourney Street, Hartford, CT

Salary Range: \$35,920.00 - \$47,133.00 Annually - (Salary Grade CL14)

PURPOSE OF CLASS: This class is accountable for performing a full range of secretarial support functions.

DUTIES & RESPONSIBILITIES: Responsible for a full range of secretarial duties to include but not limited to: typing, editing, filing, composition of complex correspondence, report writing, complex processing, telephone work and other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policy and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

EXPERIENCE & TRAINING: General Experience: Two (2) years' above experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

EXAMPLES OF DUTIES:

1. **TYPING:** Using a typewriter, word processor, or other automated equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems. Organizes and maintains files (including confidential files). Maintains, updates and reviews manuals and reference materials.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors. Answers phones and takes messages. Answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g., appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials. Reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment). Writes minutes of meetings, lectures, conferences, etc. from rough draft. Takes notes using shorthand, speedwriting or machine transportation. Prepares expense accounts. Makes travel arrangements
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment. Orders supplies when necessary. Completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.) Maintains time and attendance records. Performs related duties as required.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (Form PLD -1) and a Cover Letter to:

Kelly Geary, Principal Personnel Officer
Department of Social Services
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979

Note: Priority consideration will be given as required to mandatory candidates on current Reemployment / SEBAC Lists.

Applications must be received on or before August 28, 2006 Close of Business

An Equal Opportunity / Affirmative Action Employer